•	Approved For Release 2003/06/20 : CIA-RD	25X 70-00211R000200080003-7
	RESTRICTED Security Information	
25X1	%O Notice	SERVICES 1 1 1
	SUBJECT: Establishment of a Records Management Program	
	1. In accordance with CIA Regulation ondersement by the Deputy Director (Administrated expanded Records Management Program, designated as Records Management Officer for	25X1A9
	2. A Records Management Program is being the Agency in an effort to improve standards respect to the creation of records; the organ and use of current records; and the dispositionseded for everyday use. The overall Agency supervision of the General Services Office, I and the Logistics Office Records Management (with the Records Services Division and will a Office the functions as cutlined in CIA Regular	and procedures with isation, maintenance on of records no longer Program is under the lecords Services Division, Officer will set as licison whimister for the Legistic
	3. It is desired that each Division and Legistics Office cooperate in the successful	
	JAMES A. Chief of	FOIAB3 GARRISON Logistics

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